

Demolition Permit Checklist

1. **Apply for demolition using the Building permit form noting “Demotion” in the Description of Work section. Include the following attachments:**
 - a. Demolition removal/transporting building form
 - b. MPCA Notification of Intent to Perform Demo form
 - c. With permit should include lead & asbestos Inspection to confirm if this is present.

2. **After demolition permit is reviewed and approved:**
 - a. **Required inspections include:**
 - i. Site Inspection
 - ii. Predemo Inspection
 1. Applicant to provide Abatement records and Haul out plans
 - iii. Final Inspection
 - b. City Staff to send copy of Demo permit to Ramsey County paul.sellwood@co.ramsey.mn.us, greg.lamere@co.ramsey.mn.us and larry.carlson@co.ramsey.mn.us.
 - c. **Building Inspector will notify Ramsey County at ehpredemo@co.ramsey.mn.us of demolition**

3. **Building permit application for the new replacement home are to be submitted separately.**

4. **Septic Permit demo requirements** -If the lot is being redeveloped, submit:

- a. New Septic system permit application, design and fee.
- b. Design is required to have the 10,000 sq ft for a primary and secondary system demonstrated.
- c. IF existing tanks are being abandoned, complete tank abandonment form which will be sent to septic inspector.
- d. If plan is to use existing septic system for new home – a tank integrity report may be requested.
- e. Inspections required include: soils inspection, and then depending on the type of system, there could be scratch, rock, pipe inspections, tank inspection, and then a final inspection.
- f. **If Demo and abandonment only** – then only the tank abandonment form is required.